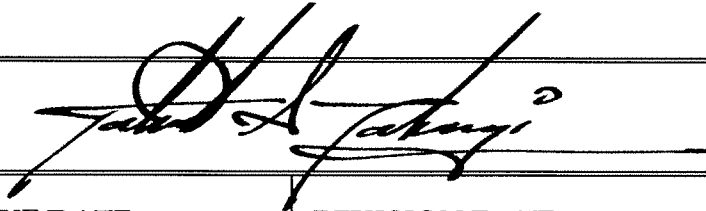


**IDAHO STATE  
DEPARTMENT OF AGRICULTURE**

**APPROVED BY:**



**ORIGINAL EFFECTIVE DATE:**

August 1, 1996

**REVISION DATE:**

December 15, 2005

**TITLE: Travel Policy**

The Idaho State Department of Agriculture's travel policy and procedures are governed and implemented in accordance with Idaho Code §§ 67-2001, and 67-2004 through 67-2008 and the interpretations adopted by the State Board of Examiners. This policy is also in accordance with the Fair Labor Standards Act travel and training time regulations.

All reimbursable travel must be properly authorized, actually incurred, and essential in achieving the goals or fulfilling the responsibilities of the Department, and conducted in the most economical and practical manner for the state.

Any exceptions to the following procedures must have approval of the Director, and if necessary, the Board of Examiners.

**I. TRAVEL AUTHORIZATION**

It shall be the responsibility of every supervisor to consider all factors and alternatives to identify overall costs including rate comparisons, work time, and per diem expenses to determine the most economical and practical means of transportation for their personnel.

- A. All out-of-state travel must be approved by the Director. Those employees who routinely travel to bordering states may receive blanket authority for such travel.
- B. All employees must receive approval from their supervisor for in-state travel requiring full travel status. Employees are in full travel status when state business requires overnight or longer stays.
- C. Employees who are in daily travel status shall be assigned to a work location that serves the interests and needs of the Department. Prior approval for daily travel is not required unless it involves out-of-state or full travel status.

- D. Individuals who are not on state business, such as spouses, may not operate or ride in a state vehicle unless the director has granted prior approval in writing (form attached). No expenses of the spouse may be charged against the state.
- E. If an agency-owned vehicle is available to the traveler, but for personal convenience a privately owned conveyance is used, no reimbursement shall be allowed unless the director has granted approval in writing. The reimbursement shall be limited to one-half the applicable rate established by the Board of Examiners.

## **II. TRAVEL TIME**

- A. Home to work in an ordinary situation: An employee who travels from home before his/her regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is a normal incident of employment. This is true whether he/she works at a fixed location or at different job sites. Normal travel from home to work is not work time.
- B. Home to work in emergency situations: If an employee has left his/her last work station after completing his/her day's work and is subsequently called out to an emergency, outside of regular hours, job travel to the job and back is work time.
- C. Travel away from the assigned workstation during normal working hours is considered hours worked. If an employee is directed as part of his/her job to travel during non-working hours, the employee is eligible for travel time en route.
- D. Travel shall be by mode of transportation that is most practical and/or cost effective.
- E. Travel time outside of the employee's normal working schedule to attend conferences, seminars, association meetings, etc., when the employee requests the travel, shall not be credited as work time, unless authorized by the appointing authority.
- F. Work assignments that require an employee to stay out over a weekend or overnight(s) will qualify for expenses but no time will be compensated beyond hours worked.
- G. Mileage for personal vehicle usage between an employee's official workstation or an employee's home and travel to the airport will be reimbursed at the lesser mileage of the two distances. Mileage from the Boise office and the airport is eight-8 miles.

## **III. INTERNAL AUDITING AND APPROVAL OF TRAVEL EXPENSE**

It is each supervisor's responsibility to insure proper control and compliance with this policy. Travel expense vouchers must be audited and reviewed for completeness, correctness, fiscal integrity, and initialed by the reviewer. Audit procedures should include verification of the following items:

- A. Travel duration does not exceed the trip requirements.
- B. Expenses are not claimed by employees in leave status.
- C. Vicinity travel is consistent with work assignments.

- D. Trip mileage is consistent with the official state travel policy of using the Internet site <http://maps.yahoo.com> to determine exact mileage between specific locations.
- E. Beginning and ending hours and dates are shown for each trip when meals are being claimed.
- F. The travel was properly authorized and the purpose of the travel is shown.
- G. All entries are mathematically correct and excess expenses are deducted.
- H. All necessary receipts and explanations are securely attached to the Travel Expense Voucher.
- I. All Travel Expense Vouchers in the amount of \$50.00 or more should be submitted within 30 days of incurring expenses. All others should be submitted within 90 days.

#### IV. TRAVEL ADVANCES

Advances will be granted to employees who are not in daily travel status. Requests must be submitted in writing to the Finance Section at least 24 hours before advance check is needed, and should not exceed 95% of the estimated cost. A travel voucher must be submitted immediately after the trip when an advance has been issued. A minimum request of twenty-five \$25 is required.

#### V. MEAL EXPENSE REIMBURSEMENT - GENERAL LIMITATIONS

- A. Meal expenses are reimbursable, in full or part, to department employees under the following conditions:
  - 1. When required to stay overnight on official department business;
  - 2. When on official department business, whether within or outside the employee's assigned district, if approved, in accordance with the travel authorization section of this policy.
- B. Meal reimbursement will not be allowed if the employee departs and returns home in the same day unless approved on a case-by-case basis by the administrator. All meal reimbursements for same day travel are considered a taxable fringe benefit by federal law.
- C. Expenses for meals will be paid up to the maximum allowed by the Board of Examiners as defined:
  - 1. In-state: \$30 per day maximum
  - 2. Out-of-State: Maximum per day rate is defined by the Federal Rate (includes International) allowed per the destination. These rates can be found on the Internet at: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html>.

## VI. PARTIAL DAY MEAL ALLOWANCE

A. For periods of employee absence of less than twenty-four (24) hours on official business and in conjunction with a specified reimbursable situation, partial day's subsistence allowances are equal to a maximum of:

1. Twenty-five percent (25%) of the total per diem rate for breakfast;
2. Thirty-five percent (35%) of the total per diem for luncheon; and
3. Fifty-Five percent (55%) of the total per diem rate for dinner.

### B. Meal Reimbursement Schedule

FULL DAY - MEAL REIMBURSEMENT SCHEDULE	IN-STATE*	OUT-OF-STATE (SEE ALLOWANCE)
<i>MEAL ENTITLEMENT</i>		
Full Day	\$30.00	100%
Breakfast Only	\$ 7.50	25%
Breakfast and Lunch	\$18.00	60%
Lunch Only	\$10.50	35%
Lunch and Dinner	\$27.00	90%
Dinner Only	\$16.50	55%
Breakfast & Dinner	\$24.00	80%

*\* Apply in-state allowances while traveling in adjoining states for other than overnight business.*

### C. Partial-Day Meal Reimbursement schedule

#### Departure From Home Station

7:00 a.m.	Breakfast
11:00 a.m.	Lunch
5:00 p.m.	Dinner

#### Arrival To Home Station

8:00 a.m.	Breakfast
2:00 p.m.	Lunch
7:00 p.m.	Dinner

## VII. RECEIPTS REQUIRED FOR MISCELLANEOUS EXPENSES

A. When placing long distance telephone calls while in travel status, if a credit card is not available, long distance calls could be charged to the traveler's hotel room and included with the receipt for lodging. All calls will be reimbursed upon the approval of the supervisor.

- B. Stationery, postage, or other supplies, if such were necessary for transaction of State business. Receipts are required.
- C. Fees for cashiers' checks, bank drafts, or money orders for the purpose of remitting to the department money due which the employee was authorized to collect. Receipt required.
- D. Registration fees which are required as admittance or attendance fees for official participation in conferences, conventions, or other meetings. A receipt is required. Note: If registration fees include itemized charges for meals, these charges must be deducted from the registration fee. The actual cost of the meal is not reimbursable if it exceeds the applicable percentage of the daily per diem rate as described in the paragraph under Meal Expenses. If the fee includes non-itemized meal costs, the entire fee should be noted under Miscellaneous Expenses and no claim made in the meal column.
- E. Laundry during a state business trip of five (5) days or longer duration away from the employee's official station. Receipt required if done by commercial laundry or dry cleaning service. Laundry expenses are included in the per diem for foreign travel and will not be reimbursed.
- F. Telefax charges relating to official business. Receipt required.
- G. Items not specifically described here as an allowable expense, but which are, nevertheless, necessary in the performance of official duties or functions for the State of Idaho. Prior approval must be received unless unusual or emergency circumstances exist. Receipts and/or an explanation must be submitted with the claim.
- H. Taxi or shuttle service related to official business. Receipt required.

## **Request for Permission to Transport Non-state Employee on Non-state Business in State-owned Vehicle**

ISDA Employee: \_\_\_\_\_

ISDA Vehicle to be used: \_\_\_\_\_

Date (s) for Transport: \_\_\_\_\_

Destination: \_\_\_\_\_

Non-state passenger(s) on non-state business to be transported:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Permission Granted/Denied (circle one):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_